Employment and Social Development Canada
Emploi et Développement social Canada

Canada

New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities

Community-Based Projects
(up to $25,000)

Applicant Guide 2018-2019

Application Process for Funding

New Horizons for Seniors Program – Community-Based Projects (up to $25,000)
Applicant Guide 2018-2019

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Step 1. Overview

Apply now:
Deadline: June 15, 2018 at 11:59 p.m. Pacific time

The New Horizons for Seniors Program (NHSP) is currently accepting funding applications of up to a maximum of $25,000 per year per organization for community-based projects. Your organization can submit multiple applications but **the total of all applications combined must not exceed $25,000**, including applicable taxes per year, per organization.

NEW THIS YEAR: If you do not apply for a $25,000 grant, you can apply for a small grant of a maximum of $5,000 at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based-small-grant.html if you have not been funded for community-based projects for the last five years (since the 2012-2013 NHSP Call for proposals).

You may also be eligible to apply for a grant or contribution for pan-Canadian projects when a call for proposals is open. Visit: https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-pan-canadian.html.

Note: Within the same year, you could apply for either a $25,000 **or** $5,000 grant for community-based projects in addition to a grant or contribution for pan-Canadian projects.

This program provides funding for:

- projects that encourage seniors to play an important role in their communities by volunteering, participating in and leading community activities;
- organizations to make necessary modifications or repairs to their existing facilities, or to purchase/replace equipment and furnishings to enable programs and activities for seniors.

Notice to organizations in Quebec:
This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

Step 2. Eligibility

To be considered eligible for funding, applications must meet all of the eligibility criteria.

Maximum funding level:
The maximum funding available is $25,000 including applicable taxes per year, per organization. Projects cannot exceed one year, and funding cannot be renewed. Requests that exceed $25,000 will be screened out.

Eligible applicants

- The following organizations serving vulnerable populations that have not received funding in the last five years are eligible under the NHSP: not-for-profit organizations such as charities, activity clubs, volunteer organizations, professional associations, museums, churches or faith-based associations or in some cases, sports associations
- coalitions, networks and ad hoc committees
- municipal governments
- research organizations and institutes
- educational institutions such as universities, colleges, CEGEPs, school boards/school districts
- public health and social service institutions
- Indigenous organizations including band councils, tribal councils and self-government entities
- for-profit enterprises (provided that the nature and intent of the proposed activity are non-commercial, not intended to generate profit, and supports program objectives)

Eligibility of the institutions funded by the provinces and territories:
Institutions funded by the provinces and territories are eligible with the agreement of the provincial/territorial government. This approval will be sought as part of the assessment of your application.

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of one another. These organizations are considered separate organizations under the funding.

Ineligible applicants

- Individuals;
- Provincial/territorial departments and agencies (such as post-secondary institutions, social service and public health institutions) are ineligible without the agreement of the provincial or territorial government.

Eligible projects and activities

Eligible projects

In order to be eligible, project must be led by seniors, or seniors must play a meaningful role in the project (planning and/or delivery). Applicants are encouraged to work with other partners in their community to identify local needs and to design projects that respond to these needs. The NHSP seeks to fund programs or projects that:

- are seniors' led or inspired. Seniors must also be involved in the project's development and/or implementation in a meaningful way. The role of seniors is a key element when NHSP projects are being considered for funding. It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it. Consulting with seniors to develop a project of benefit to them is also not sufficient;
- benefit a broad seniors clientele;
- propose activities that address an identified need or an area of concern within the community;
- strive to have a lasting impact on communities;
- involve collaboration and partnerships;
- use resources efficiently and effectively;
- occur within a 12-month (52-week) period. NHSP only funds projects that will be completed within this time frame;
- support at least one of the program objectives. For those projects that primarily meet the fifth objective (Question 44), projects must involve programs or activities not already carried out by your organization or that are at risk of not continuing should the renovation and/or equipment purchase not be funded.

Example of eligible projects:

- when ideas are inspired by seniors, their roles are stronger as they are involved with developing the project and envisioning the timelines and through the planning their delivery of the activities are implemented for seniors as leaders, as well as beneficiaries, which makes it meaningful. The role of seniors is a key element when NHSP applications are being considered for funding. It is not enough to identify an organization's board is composed of all seniors; or that proposed activities will be carried when seniors are recruited to participate; or even consulting seniors to develop a project to benefit seniors;
- a senior travelling in Europe, discovered community "Fix-it" centres. Seniors with skills were volunteers helping other seniors and low-income families by offering repairs (small appliances, watches, clocks, jewelry). He was inspired by this activity and brought it back to his home community by connecting with the local recycling centre and the local seniors group. The recycling centre applied for the grant with support from the seniors' centres. Seniors have roles on the start-up committee and other seniors sign up as volunteers. There are Monthly "Fix-it" workshops advertised in the community as well at seniors' centres and facilities. Youth are invited and are mentored on repairing items supervised by seniors;
- seniors coming up with ways to encourage new and emerging cohorts of seniors to be more actively involved in community activities;
- doing things in a way to more effectively attract, recruit and retain diverse cohorts of volunteers, including other generations, and/or vulnerable populations;
- expanding and/or adapting successful way of doing things (programs and activities) to reach new group of seniors (for example, a specific population of seniors such as Indigenous seniors, LGBTQ2, seniors in rural and remote areas;

- a project could include identifying target group(s); adapting programs and activities to meet needs, and/or removing barriers to participation and undertaking outreach to these seniors;
- seniors sharing their knowledge, skills and experience with others;
- promoting awareness of elder abuse, including financial abuse;
- seniors reaching out to vulnerable seniors, such as those who are socially or geographically isolated, including new Canadians, Indigenous seniors, or LGBTQ2;
- volunteering, mentoring, leadership training and skill matching for seniors;
- seniors' intergenerational and intercultural learning and relationship building programs and activities;
- seniors involved in developing/sharing tools and resource materials;
- seniors supporting senior caregivers in rural and remote areas, including the North (for example, through support home visit or phone call service);
- seniors sharing best practices;
- equipment purchase or replacement for programs and activities for seniors; and
- renovations and repairs to facilities for programs and activities for seniors.

Eligible activities

Funding is available for new activities, as well as for recurring activities that have a proven track record in meeting the needs of seniors. Eligible recurring activities could include:

- project that provides high levels of opportunities for seniors to lead and volunteer in the activities on an ongoing basis;
- opportunity for an organization to gain community support through new partnerships; however, it still requires access to funding in order to be fully sustainable;
- after one year, the organization is able to demonstrate the project's success in their community:
    - results include continuously high enrollment in seniors who are actively participating;
    - increased numbers of new seniors who have taken on roles as volunteers and/or leaders; and/or
    - able to have linked new senior participants to other activities within the organization and the community which results show increased social participation.

Example of eligible recurring activity:

- The focus of a previous project was to engage newcomers (seniors and non-seniors) in gardening. Feedback given at the end of the project included appreciation for food production and social connection as a way to address food security. The responses also identified more community engagement for senior newcomers and community seniors so that all could access various cultural

backgrounds, create friendships, share food-related skills/knowledge, cultural traditions and stories related to food. This recurrent activity was submitted due to increased interest for both newcomer seniors and community seniors; increased collaboration with other organizations that serve both seniors and newcomers.

New national level priorities:

- projects that will benefit vulnerable seniors populations;
- projects focusing on the diversity of Canada's seniors;
- projects that will use volunteerism to increase an organization's capacity.

Definitions:

- **Vulnerable seniors:** are used to describe seniors who face barriers, on one or more dimensions, to fully participating and aging well in their communities. According to the United Way Ottawa, many cross-sectoral factors are most commonly associated with an increase in vulnerability and, in turn, a heightened risk of poor outcomes for this population. For the purpose of NHSP and this CFP, vulnerable seniors include at risk senior women, LGBTQ2 seniors, Indigenous seniors, newcomer seniors, seniors with disabilities, and any members from the sub-populations identified above.

- **Cultural Diversity/Multiculturalism**: reflects the cultural and racial diversity of Canadian society and acknowledges the freedom of all members of Canadian society to preserve, enhance and share their cultural heritage, according to the Canadian Multiculturalism Act. For the purpose of the NHSP and this CFP, multicultural seniors is defined as seniors of diverse backgrounds, identities, and lived experiences including Indigenous peoples, newcomers and refugees, members of ethno-cultural populations, members of visible minority groups, and members of the LGBTQ2 community.

Eligible project costs

Project costs must relate to the project and could include:

- salaries, wages and mandatory employment-related costs (MERCs) for project staff (including administrative costs). Must not account for more than 25% of the total amount requested from the NHSP. This reflects the Program's focus on volunteerism;
- professional services (for example, presenters, trainers, facilitators, researchers, etc.), (including detailed rationale);
- trades/construction contractors, installers, technicians, etc.;
- evaluation costs (for example, surveys to be distributed to seniors at events);
- honoraria and hospitality costs (including detailed rationale);
- security checks for volunteers;

- travel expenses within Canada (proposed costs must not exceed the rates prescribed in the Travel Directive (http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php) for Kilometric Rates (http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en) and Meals Allowances (http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en)), including transportation costs to assist seniors in participating in project activities. Day trips (for example, visits to Heritage Village where seniors mentor a youth group, seniors travelling to another community to present a theater performance on elder abuse) could be eligible. Requested costs will be reviewed on a case-by-case basis depending on the eligibility, the leadership of seniors, the purpose of the "visit" and its impact on the community. The trip needs to clearly respond to one of the first four program objectives such as:
    - volunteerism
    - mentoring
    - elder abuse awareness
    - social participation and inclusion
- transportation and meal delivery service to seniors in rural and remote areas, including the North;
- support home visit or phone call service to isolated seniors, seniors living alone and to seniors caregivers, in rural or remote regions, including Northern regions. In order to support seniors including senior caregivers, home visit or phone call services to individuals to confirm that they are safe or to provide some reprieve could be eligible. However, applicants should not already be receiving funding from other levels of government;
- purchase of materials and supplies;
- printing and distributing project materials;
- rental and maintenance of equipment;
- rental of space or other facilities;
- utilities directly related to the project;
- delivery/shipping costs for material and equipment;
- dumping and disposal fees;
- renovations or repairs;
- capital costs required to undertake the project (for example, equipment for seniors, furnishings and fixtures). Capital assets are non-consumable single items or (a) grouping(s) of similar items that total $1,000 (before applicable taxes) or more. For example, a group of similar items could be a public address system for seniors' events, composed of an amplifier ($600), two speakers ($150 a piece), a microphone ($150), stand and cables ($100), which equal $1,150 since they are a collection of items that are designed to function together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture and fixtures; and
- any applicable taxes. See the current HST, provincial taxes, Canadian sales tax calculator at http://www.calculconversion.com/sales-tax-calculator-hst-gst.html.

Ineligible projects/activities and costs

Note that the proposed activities, including any purchases, cannot begin before the recipient receives a signed agreement by ESDC. Until an agreement is signed by both parties, Canada is not legally bounded and the recipient is at risk of not being reimbursed for expenses incurred before the agreement date.

The following projects/activities and costs are **not** eligible for community-based funding:

- core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities including general operating costs of your organization that are not related to this project (for example, regular telephone and heating costs, rent, utilities, property taxes, insurance, including vehicle insurance and maintenance, equipment for staff, audit costs (not required for this program), etc.). Equipment for staff is not eligible under for-profit organizations. However, these costs could be considered eligible under not-for-profit organizations depending on the rationale provided for this need in the Standard Grant Application for Funding(EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585 (for example, if it demonstrates a benefit to the organization and the community with a direct link to project activities);
- costs incurred to prepare the Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585. This could include costs used to pay for third parties assisting the applicant in obtaining Government of Canada funding such as lobbyists;
- activities where the role of seniors is minimal or not clearly described;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects seeking funding to renovate and/or for the maintenance of an establishment not owned by the applicant that does not provide direct seniors' programming (for example theatres, seniors homes, health and care establishments such as health and foot clinics);
- projects to build or add a structure on a land that is not owned by the applicant (for example gazebo, greenhouse, pickleball court in municipal parks);
- projects which provide a core health care or personal support service to individuals (for example one-on-one training, projects that deal primarily with health interventions, nursing, physiotherapy, or medical supplies, treatment and equipment). NHSP is not intended to fund projects which provide a core health service. Providing a service means offering activities which are designed to meet basic needs in areas such as health care, some meal delivery programs including soup kitchen, shelter, or income support which are generally the responsibility of other levels of government;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrillators, hearing aids, as well as costs for a Snoezelen room, or a pet-facilitated therapy (purchase of animals);

- feasibility studies needed for physical work, including environmental assessments;
- transportation to provide a personal service to seniors (for example, training senior drivers **or to implement a senior's transportation program in urban areas that focus on transporting seniors to personal appointments**);
- purchase of land or buildings, including new construction;
- repairs or renovations to a building or the purchase of equipment for the new building that your organization does not yet occupy;
- decorating/beautification costs (such as painting or landscaping for aesthetics purposes);
- cost over-runs (project costs that are higher in implementation than anticipated). The value of an NHSP community-based grant cannot be increased once it has been approved and signed by the Department. If costs are higher in implementation of the project than budgeted, it is the responsibility of the applicant organization to seek financial support from other sources to cover the shortfall in order to procure the missing funding to complete the project;
- unexpected costs or contingency costs which are planned costs added any costs not planned for, or for potential increases in costs; and
- programs or services that fall within the responsibility of other levels of government.

Step 3. Develop your application

1. Read the different tip sheets on how to develop and submit a project idea for community-based funding. Visit https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips.html;

2. Create a Grants and Contributions Online Services (GCOS) account on the following link: https://www.canada.ca/en/employment-social-development/services/funding/gcos.html to apply online. Applicants with a Canada Revenue Agency business number are encouraged to submit their application through GCOS. GCOS is a secure web environment which allows stakeholders to apply for grant and contribution funding opportunities online and subsequently manage their ESDC active projects. This includes tracking the status of their application as well as submitting claims or supporting documents all within one online system.

   Note: It may take several business days to finalize your GCOS account. You are strongly encouraged to initiate the one time GCOS account creation process as soon as possible. The same GCOS account can also be used to apply for other funding opportunities available at ESDC.

3. Gather the required documents for your application:
   - **Governance information**
     - Provide the names and phone numbers of the organization's board of directors or governing body; or

- Provide the names, phone numbers, and addresses of all committee members if the organization is an ad-hoc committee.

- **Letters**
  - One or more letters showing community support for the project;
  - Letter(s) from your project partner(s) confirming their involvement or cash and in-kind contribution, if applicable (such as, a school supporting tutoring program) (see Question 47).
- **Proof of organization's type and status (one document required)**
  - A document from the Canada Revenue Agency (CRA) (dated within the last two years) that includes your organization's business or registration number with the CRA such as, tax-related document or CRA correspondence that includes your organization's business or registration number (such as, Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants at https://www.canada.ca/en/revenue-agency/services/forms-publications/request-payment-forms-remittance-vouchers.html or GST499-1 First Nations Tax (FNT) Schedule at https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/gst499-1.html). If you do not have a CRA business number, you must provide one of the following:
    - If incorporated: a copy of one of the following: letters of patents, articles of incorporation, certificate of incorporation, memorandum of association, your rules, by-laws, or constitution;
    - If not incorporated: a copy of your rules, by-laws, council resolutions, or constitution;
    - Indigenous organizations: include a copy of a Band Council Resolution (BCR) or any other permission required.
  - For organizations in Quebec, a print out of the Registraire des entreprises (Québec) is acceptable. Visit http://www.registreentreprises.gouv.qc.ca/en/default.aspx.
- **External cost estimates (3 estimates per activity)**
  - You must provide at least three external estimates for each activity. At least three external estimates for each activity of the proposed project are required from three separate contractors (for projects with a total cost of less than $5,000, one external estimate is sufficient), or a rationale why three estimates cannot be provided and how project costs were calculated. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes can be attached with your Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585.

Applications for renovations or retrofit activities must include:

- Owner of premises, or land, where organization operates (if applicable):
  - Provide proof of building ownership (such as property tax bill, property assessment notice, purchase agreement). Note that construction work for a private home or dwelling is not eligible.
- Renter of premises (if applicable):
  - A copy of lease agreement or letter of understanding with at least a five-year lease period reminding, including details of the maintenance and upkeep agreement. The lease needs to be between the applicant and the property owner.
  - A letter of consent from the owner confirming their agreement with the proposed renovation or repair. If the lease stipulates that the lease improvements are the responsibility of the renter, a letter of consent is required for every application requesting capital improvement: you must provide a letter of consent from the landlord/lease provider confirming they agree with the proposed renovation or repair (see Question 45). Otherwise the owner should apply for funding.

Note: Should your organization be using the facility that is rented by another entity, the entity renting the facility must submit the Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585. In this case, a partnership letter will be required to demonstrate how the entity is working with the seniors' group to offer activities to seniors.

For example:

- The Seniors Club is renting the community centre, which is owned by the municipality and also used by the Lions Club on occasion.
- The Seniors Club asked the Lions Club to complete the application form on their behalf since the Lions Club has more experience to complete applications from funding programs.
- In this case, the Application for Funding must be submitted in the name of the Seniors Club since they have the lease in their name and the proposed activities are mainly for their own benefit.

Important: All letters of support and partnership should include the name, position title and signature of the writer, the organization's name, address, phone number and the date. The letters should be written on the organization's letterhead, if applicable.

Guidance: Ensure project activities comply with laws and regulations. For example, does the building code require a permit or certified tradesperson to do plumbing renovations? If the work is completed by a plumber whose certification has expired, will insurance cover damages caused if a pipe bursts during the renovation?

- **Standard Grant Application for Funding (EMP5585)**
  - Read additional information related to some sections of the Standard Grant Application for Funding (EMP5585) (https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585) to help you fill out the application form:

Section B – Application

Section B – Part 1 – Organization

A. Organization Identification

ESDC uses the information you provide in this section to establish your organization's identity.

Question 1 - Legal Name [mandatory field]

Please provide the legal name of your organization. Usually, this is the name associated with your registration with the Canada Revenue Agency (CRA), or the name that would appear on funding deposits.

Note: The organization must have an active bank account under its legal name when submitting its application for funding. In the event that your application is approved for funding, the payment will be made payable to the legal name of your organization.

Question 2 - Operating (Common) Name (if different from legal name) [mandatory field]

Please provide the operating name of your organization if it is different from the legal name. It is generally the name your organization is best known by.

Question 3 - CRA Business Number [mandatory field]

Please provide your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number (for example, 123456789 RP 0001). If you have a CRA business number, you must provide a document that includes your business or registration number (such as: tax related documents, CRA correspondence, etc.). For more information, please visit the CRA website at https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/you-need-a-business-number-a-program-account.html.

Not-for-profit organizations are not required to have a Business Number to be eligible for NHSP funding. Therefore, you may leave this box empty.

As per the Canada Business Network, a sole proprietorship needs to register a business name provincially, except in Newfoundland and Labrador. Visit https://canadabusiness.ca/starting/before-starting-your-business/corporation-partnership-or-sole-proprietorship/?it=eng/page/2853/. If the applicant is unable to produce paperwork demonstrating any registration or legitimacy as a private organization, the applicant will be considered as an individual; therefore, the applicant will be deemed ineligible.

Question 4 – Other Registration Number (specify from where) [mandatory field]

This could be your provincial/territorial corporation number (such as: number found on your Letters Patent) or your federal corporation number with Industry Canada.

Your organization is not required to be incorporated for New Horizons for Seniors Program funding.

Please indicate whether your organization is incorporated or not.

Question 5 - Organization Type [mandatory field]

Choose from one of the following types:

- Not-For-Profit Sector
- Private Sector
- Public Sector

Question 6 - Organization Category [mandatory field]

Please choose one category under your organization type:

Not-For-Profit Sector:

- Local community, charitable, or voluntary
- Provincial Non-Governmental Organizations
- National Non-Governmental Organizations
- Not-for-profit Band Councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Unions
- Associations of workers and/or of employers
- Indigenous not-for-profit groups
- International NGOs
- Sector Councils

Private Sector:

- Businesses, bodies incorporated or unincorporated
- Banks
- Private universities or colleges
- Indian Band Corporations (profit basis)

- International Sector
- Private Band Councils

Public Sector: [Footnote 1]

- School Boards/School Districts
- Public Health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- International governmental organizations
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

Question 7 - Year Established [mandatory field]

Please indicate the year your organization was established.

Question 8 to 12 - Organization address [mandatory field]

Please indicate the physical address of your organization. Applicants must provide a complete address not just the postal box number.

Questions 13 to 15 - Telephone, Fax, Email Address [mandatory field]

Please indicate the telephone number, fax number (if applicable) and email address of the organization.

Please include an email address, if one exists. If not, you are encouraged to create one. The inbox of this email address should be checked regularly as it will be used to send you information about your application.

Question 16 to 20 - Mailing address (if different from Organization Address) [mandatory field]

Please indicate the mailing address if different from your organization's address.

Questions 21 and 22 – Telephone and Fax Number

Please indicate the telephone and fax numbers of a second contact for your organization (mandatory).

Question 23 - Organization's Mandate [mandatory field]

Please describe the main activities of your organization, including your mission, your mandate and objectives. Identify how your organization is directed at serving seniors (if applicable).

If there are any specific groups that use the same facility, please identify them (for example: seniors club, Royal Canadian Legion, FADOC Club, etc.). Please also identify if your organization offers accessible communication/information technology in your community (for example: the only meeting place). Please also indicate whether there are other organizations using the facility regularly.

B. Organization Contact

Please provide a main contact for the purposes of the Department to communicate with your organization about your application, or any consequent agreement. This individual should be someone directly from your organization fully informed on both the application and the proposed activities.

Question 24 - Given Name and Surname [mandatory field]

Please provide the name of the person in your organization who will be ESDC's main contact for the project.

Question 25 - Positon Title [mandatory field]

Please provide the title of the organization's contact identified in Question 24. For example: President, Executive Director.

Question 26 - Preferred Language of Communication [mandatory field]

Please indicate the preferred language of the organization's main contact for both written and oral communication.

Question 27 - Organization Contact – Address [mandatory field]

The address for the Organization Contact may be the same address as the Organization Address or the Organization Mailing Address. If different, please indicate.

Questions 28 to 32 - Contact Address [mandatory field]

If you have selected "Different" in Question 27, please provide the address for the Organization's Contact Person here.

Questions 33 and 34 - Telephone and Fax Number

Please indicate the telephone and fax numbers of the Organization Contact (mandatory).

Question 35 - Email Address

Please indicate the email address of the Organization Contact. Please note that this is where all correspondence from ESDC will be sent. This is a mandatory field under the NHSP.

We also require the name, telephone number and email address of the Executive Director or President as a second contact. Please provide this information under Section B – Part 4 - Additional Information.

ESDC must be able to communicate with the Executive Director, President or the contact person during regular business hours at any time via telephone or the email addresses provided. Should there be changes during the course of the application process, you must inform the Department immediately. Only the names identified in the application can be contacted, or are authorized to follow up with ESDC.

C. Organizational Capacity

ESDC uses the information provided in this section to help assess the organization's capacity to manage a project.

Question 36 – How many employees does your organization currently have?

Not applicable.

Question 37 - Does your organization owe any amounts to the Government of Canada? [mandatory field]

If so, please complete the fields for each amount owing in the spaces provided. For example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
$3,000	Overpayment	Employment and Social Development Canada

Question 38 – If an amount is owing, is a payment plan in place?

Please indicate whether or not payment arrangements have been made.

Answering 'Yes' to this question will not invalidate/discredit your application. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment. Please provide this information in Section B – Part 4 – Additional Information.

Section B – Part 2 – Project

A. Project Identification

Question 39 - Project Title [mandatory field]

Please provide a brief, descriptive project title.

Your project title should be directly related to your project activity. It may reflect the group or community that would benefit from your project, such as "Footprints of Okanagan Elders" or "Sharing Ideas Between Seniors and Youth". Do not use "New Horizons for Seniors", or your organization's name, or include the year of the project. Otherwise, the title will be revised by ESDC.

Questions 40 and 41 - Planned Project Start Date and Planned Project End Date [mandatory field]

Please indicate the planned start and end dates of your project.

The proposed project activities cannot begin before your project is approved and the agreement (Schedule A) has been signed by both ESDC and the applicant.

The costs related to any activities that occur prior to the signing of the agreement by ESDC will not be reimbursed.

Your organization should not assume any commitment on the part of the ESDC until funding has been approved and the agreement has been signed. You will be notified in writing of the outcome of the review of your application.

For the purposes of the CFP, agreements are expected to start in early 2019 (before March 31). Projects start dates are therefore likely to begin after this date and need to be completed within of one year (52 weeks).

B. Project Description

Question 42 - Project Summary (Please provide a short description of the proposed project including its main objective) [mandatory field]

Important: Identify the funding stream for which you are applying (grant of up to $25,000 for community-based projects).

Provide a short description of your proposed project. You should include the following information to help explain the need for your proposed project:

- Describe what should be accomplished and provide a context in which progress can be monitored and success can be measured;
- Describe what you aim to accomplish with this funding. For example, if bridging the gap between seniors and youth is a concern in your community, your project objective might be to promote social interaction between seniors and students;

Senior volunteers could share their life experiences, wisdom and knowledge with students. Specifically, your project might include interaction between seniors and youth through activities such as reading, tutoring and crafts;

- If you are proposing a large-scale project, where the total cost of the project is more than $25,000, please clearly indicate for which part of the project NHSP funding is requested. NHSP funding requests must not exceed $25,000 per project, including applicable taxes;
- If the goal of your project is to maintain programs and activities for seniors (by doing renovations, repairs and equipment purchase/replacement), you must also explain how programs and activities specifically for seniors are at risk of not continuing should your application not be approved;
- Explain how the goal of your project meets one of the first four NHSP objectives. For example, your organization is requesting funding to replace their dishwasher. You have been told by an inspector that it needs to be replaced because it is not meeting sanitation standards. As a result, your current programs and activities for seniors are at risk of not continuing due to safety issues until a new dishwasher can be purchased and installed. A new industrial dishwasher would allow you to continue your existing workshops and social activities for seniors.

If your project is designed to benefit or involve people in other minority communities or will target a specific group, please indicate this.

Examples include, but are not limited to:

- Geographically isolated persons including Northern regions (rural and remote seniors);
- Homeless or near homeless seniors;
- Indigenous seniors, including First Nations, Métis and Inuit;
- LGBTQ2 seniors;
- Low income seniors and seniors living in poverty;
- Newcomers and refugees seniors;
- Seniors belonging to ethno-cultural groups or members of visible minority groups;
- Seniors living alone;
- Seniors belonging to official language minority communities (OLMS) (English or French);
- Seniors with health challenges or disabilities;
- Seniors who are caregivers;
- Other (please specify other groups of seniors).

Question 43 - Project Activities (Please provide details on the activities that will be taking place) [mandatory field]

For this question you must describe, in detail, each of the following aspects of your project:

1. The primary activities of your project (such as steps to complete your project, timeframes, people involved, etc.):

Project activities are the steps that will be taken to meet your project objectives. Activities should be specific, measurable, realistic and relevant to the project objectives and demonstrate how the project outcome(s) will be achieved. This section should include:

- The specific steps/actions you will take;
- How long these steps/actions will take (see examples of project steps);
- How these steps/actions address the issue/need and come together in an effective solution;
- Who will be involved at each steps/actions;
- a description of each activity and an explanation of how each relates to the goals of the project;
- a list of activities in a logical sequence, timelines and/or duration of each activity, and descriptions where needed. Timelines must be clearly outlined and be realistic. Each activity should be clearly linked to the project costs outlined in the budget (Questions 53 to 63). This should demonstrate your expected progress and plans to complete the project on time within budget.

Example of project steps - Showcasing the local history and heritage of the area:

- First month – Community consultation meetings with input from seniors, community members, local schools and students, including project staff.
- Second to fifth month – Meetings with seniors to collect the local history and heritage of the area.
- Sixth month and ongoing:
  - Talks at local schools - Seniors would give either formal or informal talks to students.
  - Workshops - Skills workshops for youth in particular and the general public, such as craft traditions like knitting and quilting, baking local and historical recipes, with seniors as the workshop leaders teaching their skills.
  - Storytelling nights - Informal and formal nights, arranged at local places where seniors tell stories, real and created, as well as life experiences to eager audiences.
- Eleventh month - Heritage Fair: Showcasing and displaying artifacts, photos and interview excerpts, as well as local foods and recipes. Seniors would give speeches, tell stories and talk about their past or the area's past.
- Send final report to the respective Service Canada Center at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp no more than 30 days after the end of the project.

2. The role of seniors in your project and their contribution to it. For example, in the seniors' co-operative community garden project:

- A seniors' advisory committee will be created to manage the project (estimated 7 seniors);
- A volunteer building crew to build the 5 large raised garden beds (estimated 3 seniors and 3 youth helpers);
- Senior gardeners leading knowledge sharing workshops (15 estimated seniors and 5 others);
- Senior photographers and writing team to develop the garden book (7 seniors); and
- Volunteers to provide transportation or help other seniors needing assistance to attend activities (3 seniors estimated and 5 others).

3. The number of people who are volunteering or actively involved in the planning or execution of the project (mandatory):
    - Provide number of seniors contributing to the project and indicate how will they be involved;
    - Provide number of non-seniors contributing to the project and indicate how will they be involved.

Question 44 - Please describe how the proposed project addresses the program objectives, and please identify the Call for Proposals' priority under which you are applying (if applicable) [mandatory field]

You must describe clearly and in detail how your project objectives are linked to the NHSP program objective for which you are applying:

1. **Identify the main NHSP objective:**

    - promoting volunteerism among seniors and other generations;
    - engaging seniors in the community through mentoring of others;
    - expanding awareness of elder abuse, including financial abuse;
    - supporting social participation and inclusion of seniors;
    - providing capital assistance for new and existing community projects and/or programs for seniors.

    ESDC will consider your project eligible for funding only if it is clearly linked to a NHSP program objective. If your project meets more than one of the first four objectives, indicate **only** the primary objective.

    Examples:

    - If your application is for a project that is primarily to offer new activities of computer training to seniors for seniors; including the purchase of new technology equipment, indicate "Supporting social participation and inclusion of seniors" as your project objective;
    - If your application is for a project that primarily involves seniors providing peer support and counselling, indicate "Engaging seniors in the community through mentoring of others";

- If your application is for a project that is primarily to offer new elder abuse awareness sessions, including the purchase of new equipment, indicate "Expanding awareness of elder abuse, including financial abuse.";
- If your application is for a project that primarily engages seniors from the organization in planning, organizing and hosting a monthly educational seminar for seniors, baby boomers and others focusing on aging and living well later in life, indicate "Supporting social participation and inclusion of seniors".

a) If you have selected the fifth NHSP objective, select a secondary objective

Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first four program objectives. It is mandatory that you select only one of the first four program objectives listed if your project primarily meets the capital assistance objective.

Therefore, is your project for:

- new and existing activities/programs in the same application = capital assistance + one of the first four program objectives;
- existing activities/programs at risk if not receiving funding = capital assistance + one of the first four program objectives;
- only new activities, new equipment and no renovation/retrofit (with purchase under $1,000 per unit is not a capital asset project) = You must select one of the first four program objectives.

Examples:

- If your application is for a project that is primarily to renovate a room into a training classroom so that your organization can offer new intergenerational activities, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (The following two objectives would be selected: Capital Assistance/mentoring).
- If your application is for a project that is primarily to replace old furniture and equipment that are putting your regular activities at risk of being discontinued, so that your organization can continue to offer its programs and activities to seniors, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (The following two objectives would be selected: Capital Assistance/Social Participation and Inclusion of seniors.

b) Describe how your project meets the main program objective selected

Your project objective should be described in terms of quantifiable and measurable goals to be achieved. Your response to this question should also

demonstrate the need for your proposed project and how it is linked to the program objective you have selected.

2. **Describe how your project could meet one or more of the national level priorities**

   Your application should try to address at least one of the following national priorities:

   - **Projects that will benefit vulnerable seniors populations:**
     Example: The project is taking place in a small isolated community on the Labrador coast. Many seniors live alone in a seniors' apartment complex but are otherwise socially isolated. According to a study conducted by the town council many of the seniors are lonely, depressed, and feel that they have outlived their usefulness. The project proposes to incorporate the seniors into the life of the town by having them mentor elementary school children in skills related to the traditional lifestyle such as woodcarving, knitting, bannock baking, and throat singing. The seniors will plan and deliver the workshops on each topic. In addition, the seniors will take part in planning and holding O Siem evenings once a month. Since O Siem is an expression of joy in meeting family and friends these evenings will be social events open to all town residents where seniors will contribute songs and storytelling. They will be held in the common room at the seniors' apartment complex to allow a maximum number of seniors to attend. Volunteers (including seniors that have their own cars) will provide transportation to seniors who do not live in the apartment complex.

   - **Projects focusing on diversity of Canada's seniors:**
     Example: Settlement Services has senior clients requesting social activities so that they can practice their English. Settlement Services collaborates with the local women's centre to invite a diverse range of vulnerable seniors and hold monthly workshops of arts and crafts such as weaving and other art activities. Many of the seniors are caregivers, day care is provided for their loved one, and all are able to attend the workshops and have a lunch. There will be an exhibition showcasing the art created and a sale will be held to raise money so that the project can continue.

   - **Projects that will use volunteerism to increase an organization's capacity:**
     Example: The new community centre's program staff noted there is rarely a newcomer senior coming to the centre. It is known there are seniors and newcomer seniors in the community. The community survey results revealed the front reception, which is tended by students who played loud music, made it difficult for seniors to talk to one another or hear. It also identified a preference to be greeted by seniors and many identified they would be a volunteer greeter. The focus would be to build a newcomer

welcoming senior program. An NHSP project planned will note the newcomer seniors will be recruited and trained as Seniors' Volunteer Greeters. The music at reception will be lowered and signage will be increased and language used will be plain English. The seniors will be able to identify programs and services at the centre in both English and their own language. Advertising will identify monthly Newcomers sessions and will be placed at cultural and ethnic sites such as temples, service sites for newcomers, grocery stores and local papers. The result will be senior volunteer greeters in meaningful roles who will assist newcomers accessing the centre's programs and services, and the centre will be inviting and welcoming to seniors.

3. **Expected Results**

a) Describe the expected results of your project:

For this question, please describe each of the following elements of your project in details:

- The expected results (outputs and outcomes) of your project;
- Who will benefit from this project and how?
- Beneficiaries: How many people will benefit from the activities of the project?

The expected results of the project must be clearly linked to at least one of the program objectives and be specific, concrete, and measurable. Also, the expected results must be linked to the main objective you chose in Question 44 1).

For more information, read the tip sheet on developing, measuring and reporting project results at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips/results.html.

Definitions:

- **Outputs**: direct products or services that will be produced to generate the desired outcomes; several activities could contribute to one output. They answer the question "What will the project produce or help change in the short term?"
- **Outcomes**: short term and intermediate changes that are expected to occur as the result of the project (more than one outcome could be directly related to an objective). They answer the questions "How do we know the project is successful?" and "How do the activities lead to improvements for the beneficiaries?
- **Impact:** improvement attributable to project activities. How are outcomes improved as a result of the project?
- **Results:** improvements or changes that your project will make in the community, to an organization, or to the lives of members of the community. It is important to set measurable results, qualitative (meaning

that it measures how well something was done) or quantitative (meaning that it measures the quantity, the number or amount of something that was done), so that you can track the success of your project. A good project proposal will clearly define project activities and expected results. List the results you want to achieve, and then determine how you will measure them. This will also assist you in defining your project Results Measurement Indicators, which should be concrete and measurable (such as: number of seniors or number of new members).

Examples of Results Measurement Indicators:

- The number of seniors using your facility, program and/or services before and after your project;
- The number of programs and/or activities provided at your facility before and after your project; and
- The number of people who have benefited from the programs and/or activities of the project in your community.

Question 45 – If the proposed project involves construction or renovation activities, does your organization own the building? [mandatory field]

Please indicate whether your organization or business owns the building and/or real property (for example, worksite, playgrounds/park, etc.) where the renovation and/or retrofit activities will take place and include the appropriate documentation as required.

Please provide:

- proof that the project activities will not take place on Government of Canada property nor in a private home or dwelling (such as: property tax bill for the building owner or a lease agreement for the renter).
- a copy of your lease (with at least a five-year lease period remaining) indicating that you are responsible for capital improvements
- a letter of consent to implement this project from the landlord stating that he/she is agreeable to these improvements.
- a brief list of your current and proposed programs and activities for seniors with a direct link to the required the renovation/repair and/or equipment.

Question 46 – Approximately, how many individuals will benefit from the proposed project activities, and how? [mandatory field]

a. **Who will this project benefit, and how will it benefit them?**

Your project should benefit your community or communities in the area. For example, seniors can mobilize community members to clean up a local park and organize community activities. This will not only result in a more inviting park for social gatherings, but will also lead to increased cooperation to further improve the community through the partnerships that are developed.

If a specific group will benefit from this funding, please include this information. Remember that, although this program focuses on seniors helping their communities, the people who benefit most from the project can include people in the community who are not seniors.

b. **How many people will benefit from the activities of the project?**

This includes information such as the anticipated number of users of a renovated facility, or the projected number of people who will read a new publication. These are not the project leaders or volunteers (identified in Question 43, if applicable).

For example:

- The number of people attending an informative play on seniors' issues could be the number of people benefiting from the activities of that project; or
- In the case of a seniors group that is proposing to replace their furnace in order to do new activities, or to be able to continue their current activities, list the approximate number of people that use that facility as the number of people benefiting from the activities of the project.

Please give an estimate of how many people (seniors and non-seniors) will benefit from the activities of the project (**mandatory**):

- Provide number of seniors who will benefit and explain how will they benefit?
- Provide number of non-seniors who will benefit and explain how will they benefit?

Question 47 – Please describe the community support for this project [mandatory field]

a. **Provide one or more letters from organizations or groups in your community that support your project.**

Applicants are required to demonstrate that they have support from their community to undertake their projects. Proposed projects must be supported by at least one of the following organizations or officials:

- an organization whose mandate is dedicated to breaking isolation and relieving depression of seniors, and that encourages seniors to share their knowledge, skills and resources with each other and the community;
- an organization that provides a meeting locale, promotes the quality of life of its senior members, offers social, recreational and cultural programs and establishes partnerships in the community;
- a community-based organization with whom the applicant organization is collaborating or to whom it is referring clients/patrons for programs/services;
- a municipal, provincial or government agency.

NHSP encourages partnerships among all kinds of groups, including those who are not generally associated with seniors' issues. Having partnerships will be considered as an asset when your Application for Funding is assessed. Remember that partners can provide resources other than funding, such as advice, volunteers and free meeting space. In addition to providing a general community support letter, partners should also provide a letter indicating how they are supporting the project activities.

For more information, read the tip sheet on Gaining Community Support at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips/community.html.

It is mandatory that you submit at least one letter from organizations or groups in your community that support your project. Letters could be from an elected official, a non-profit organization, your financial institution, a local seniors club, etc. Do not use form/template letters.

Letters must be current and include:

- the name and description of the organization offering support;
- address and phone number of the organization offering support;
- the name, position title, signature of the writer, and the date;
- be written on the organization's letterhead (where possible); and
- include the website address and email address (where possible)

Letters must clearly endorse the project and clearly demonstrate the following:

- knowledge and support of your organization;
- knowledge and support of the proposed project;
- the need for the proposed project in your community; and
- a sentence or two on the project's likely benefits to the community.

Letters from project partners or members of your group are helpful; however, they are not considered letters of community support.

b. **Will any other organizations, networks or partners be involved in carrying out the project? Please clearly identify the role(s) and expertise they will bring to the project.**

If your project involves other organizations, networks or partners, please explain their role in the project and describe the nature of the partnership with the organizations that support the proposed project.

Describe the involvement and contributions (either in-kind or in cash, including the contributions of volunteers) of other organizations, networks, partners or community members to your project.

If the focus of your activities involves other organizations (such as school or youth group), and the participation of a partner is essential to your project's

success, a letter from the other organization confirming their participation in your project must also be submitted. If the participation of a partner is not essential to your project's success, you are not required to submit a letter.

For more information, read the tip sheet on Building a Project Team and Building a Partnership at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips/team.html.

For example:

- If your project involves seniors tutoring school-aged children in a school program, you would need a letter from the school explaining their support of this initiative.
- If another organization is supporting your project with cash or in-kind contributions, you would need a letter confirming this other source of funding.
    - For unconfirmed contributions, a letter is not required; however, you would need to explain if this puts your project at risk should funding not be received.

Question 48 – Please indicate how the proposed project will increase opportunities for the target group (Seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) to participate in and contribute to community events and programs

Not applicable.

Question 49 - If applicable, please indicate how the target group (seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) will be involved in the design and/or realization of the project [mandatory field]

It is excellent practice to involve seniors in the needs assessment, design and/or realization of projects that will directly impact them. Seniors must be involved in, and contribute to, the project in a meaningful way. Clearly demonstrate the role of seniors and their contribution as volunteers.

Describe how seniors will be actively involved in the planning and/or running of the project. Provide clear and specific examples.

For example:

- A group of 75 people are writing, planning and performing an informative play on seniors' issues for the public. The listed number of 75 should indicate the overall number of people involved in all aspects of the play, from its creation to its performance, excluding project beneficiaries or people being paid to deliver or participate in the project. The application should list a breakdown of both seniors and non-seniors contributing to the project (for example: 15 senior actors, 50 senior volunteers, 8 non-senior volunteers, 2 non-senior stage hands and 1 paid

coordinator). In this case, the number of seniors contributing would be 65; the number of non-seniors involved would be 10; the coordinator is paid staff and therefore cannot be included, thus confirming the overall number of 75 individuals involved in the project; or

- A seniors group composed of 55 members is proposing to replace their unsafe dishwasher in order to be able to continue their current seniors' activities. A paid staff person is coordinating the replacement; therefore, the application may not list any senior or non-senior contributors for this project; or
- A seniors group is proposing to replace their front entrance door and purchase computer equipment in order to offer new computer classes. A paid staff person is coordinating the replacement of the entrance door; however, seniors are involved in selecting the new computer equipment and the planning and delivering of the new computer classes. The application should list a breakdown of both seniors and non-seniors contributing in the project (for example: 5 senior facilitators/trainers, zero non-seniors) **excluding** project beneficiaries (other senior members) and people being paid (1 paid coordinator) to deliver or participate in the project.

These numbers help us to understand your project. However, these numbers should not include the number of project beneficiaries, nor people being paid or compensated to deliver or participate in the project.

Mandatory: Please give an estimate of how many people (seniors and non-seniors) will be volunteering, participating or actively involved in planning or running the project [mandatory]:

- Provide number of seniors who will contribute and explain how they will contribute.
- Provide number of non-seniors who will contribute and explain how they will contribute.

For capital assistance projects, clearly demonstrate the role of seniors for those activities at risk. Clearly demonstration their contribution as volunteers, not limited to the capital assistance activities.

Question 50 – Will this project allow your organization to offer/introduce new activities and/or programs? If so, please explain how [mandatory field]

If 'Yes', explain what aspect(s) of your project is (are) new activity (activities) in relation to your current activities, and explain how your proposed project fits with your organization's other activities. This could include adding new or different activities, reaching out to a new client base such as isolated seniors, youth or recent immigrants, or adapting activities to meet the needs of a new community.

a) If your application proposes project activities that primarily meet the objective of providing capital assistance for new and existing community projects and/or programs for seniors:

- Your proposed project activities (replacing equipment, doing renovations or repair work) must support either new or existing programs/activities for seniors.
- If the proposed activities are in fact to support existing seniors programs/activities already in place that would otherwise be at risk of being discontinued (for example without funding to replace equipment, or renovate or repair existing facilities), you must indicate this clearly with a detailed description.

NHSP does not support capital projects that maintain or increase your organization's core administration (activities regularly/normally carried out by your organization).

b) If you plan to continue your activities after the NHSP funding ends, please explain how you will fund the continuing activities (such as through partnerships, volunteerism, or fund raising).

You are encouraged to develop a viable sustainability plan for when NHSP funding ends. Please note that NHSP does not provide ongoing funding.

You should have a strategy, and not depend on government funding that has not been pre-arranged.

Question 51 – Will the proposed project or any of its activities involve or benefit people in English or French-language minority communities? [mandatory field]

ESDC is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society. Official language minority communities are English-speaking communities within the Province of Quebec and French-speaking communities outside the Province of Quebec.

If your project will involve official language minority communities, you should answer "Yes" to this question and provide the following information:

- Indicate the linguistic profile of the beneficiaries targeted by the project;
- Identify any special needs of the official language minority communities;
- Indicate whether or not the official language minority communities were consulted; and,
- Describe the measures taken to communicate with the targeted audience of your proposed project.

Answering 'No' to this question will not invalidate your application.

Question 52 – Will any of the proposed project activities be delivered in a different location than where the head office of your organization is located? [mandatory field]

If 'Yes', please include your main address and an address for every other location where project activities will occur.

List the main address first, followed by each additional location. If there is no main address, please specify this. If there are more than five locations, please include in Section B- Part 4- Additional Information. **In addition, you must provide proof that your organization is either the owner of the facilities** in each location or has consent to undertake proposed activities from the owner if the location is leased.

Applications are assessed and funding is provided by location of activities. For example, if your organization's head office is located in Manitoba but the activities are to be delivered in Ontario then you must send your Application for Funding to the Processing Centre for Ontario applications. In this example, a supporting letter must be provided by an Ontario organization to demonstrate that the project meets the needs of the targeted community. A second supporting letter would be provided from an organization in the home province (in this example, Manitoba) to demonstrate knowledge of your organization.

You must also demonstrate that your organization either owns the facility in each location or has consent to undertake proposed activities from the owner if the locations(s) is/are leased.

Note: Please indicate the physical address for each location. Applicants must provide a complete address not just the postal box number.

Section B – Part 3 – Funding

A. Anticipated Sources of Funding

Although having funds from another source is not a requirement to receive New Horizons for Seniors Program funding, it can help demonstrate community support for your project.

ESDC will use the information provided in this section to verify that your funding request conforms to the requirement for funding from other sources. "Other sources of funding" includes any source of funding (including from your organization) other than any federal government programs/sources.

Definitions:

- **Anticipated funding**: amount of money or in-kind contributions that your organization has requested, but which you are unsure of receiving.
- **Confirmed funding:** amount of money or other in-kind materials or services that an individual or organization guarantees for your project.

Question 53 - Source Name [mandatory field]

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table).

Question 54 - Source Type [mandatory field]

Use the following list to identify the type of anticipated contributor:

- not-for-profit;
- private sector;
- chamber of commerce or business improvement association;
- provincial/Territorial government;
- regional or municipal government;
- sponsor/organization/recipient;
- other (please specify, if an individual, do not write the individual's name).

Question 55 – Cash

Please include the amount of funding that will be provided.

Question 56 - In-kind ($ value)

In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which reimbursement will not be requested. In-kind support may include donated equipment, services or labour necessary for the proposed project that would otherwise have to be purchased. Indicate approximately how much would have to be paid if these items or services. Identify only those in-kind costs related to your proposed project.

Examples of in-kind contributions:

- A recreational centre provides its sports equipment free of charge for use for project activities;
- A local art store donates art supplies for the project activities;
- A town centre offers a piece of land for use to grow the project's garden;
- A financial consultant offers free sessions to seniors.

Question 57 - Confirmed Cash and In-Kind [mandatory field]

Please check (x) the appropriate box if this contribution has been confirmed and included with your Standard Grant Application for Funding.

You must include letters from each contributing partner confirming cash and in-kind contributions.

Confirmed funding is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project. Indicate the amount of cash or in-kind funding you know to be confirmed that your organization will receive towards this project.

Any amount that has not been confirmed at the time of your application should still be listed as anticipated funding. For example, if you have asked an organization to donate office supplies for your project, but you are still waiting for their answer, this amount

should be listed under Question 56. Or, if a local organization has promised you funding but only if you also receive funding from other sources (such as the NSHP), this should also be listed under Question 55.

Note: If you have already, or if you are planning to submit an application through The Enabling Accessibility Fund (EAF), please let us know and include it in the budget of your application. Visit https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund.html for more information.

This chart will help you completing this section:

A. ANTICIPATED SOURCES OF FUNDING

*53. Source Name	*54. Source Type	*55. Cash	*56. In-Kind ($ value)	*57. Confirmed	
				Cash	In-Kind
ESDC	**ESDC**	$5,000	n/a	n/a	n/a
Seniors' Centre	Not-for-profit	$500	$350	X	X
Tim Hortons	For-profit	n/a	$1,000	n/a	X
Mytown News	Not-for-profit	n/a	$300	n/a	X
Total Funding for the project	n/a	$5,500	$1,650	n/a	n/a

B. Budget

ESDC uses the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Applicants must provide an estimate of the project's costs.

Questions 58 - Cost Category [mandatory field]

Please breakdown your project costs into cost categories reflecting the steps involved to accomplish your project activities. Consider the most cost-effective ways to administer and run your project. If purchasing equipment, base your budget on the reasonable cost of the item in your community.

At least three external estimates for each activity of the proposed project from three separate contractors (for projects with a total cost of less than $5,000, one external estimate is sufficient), or a rationale why three estimates cannot be provided and how

project costs were calculated. External cost estimates for renovations or repairs to your facility are mandatory. They are helpful in understanding the scope of your project. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes must be attached with your application.

*58. Source Name	Planned Expenditures ($)		
	*59. ESDC	*60. Other - Cash	*61. Other - In-Kind
Capital Expenditures – Flooring replacement	$15,000	n/a	n/a
Capital Expenditures – Volunteers for floor removal	n/a	n/a	$153
Capital Assets – Hall audio upgrade	$3,000	n/a	n/a
Project Costs – Professional fees $50 x 40	$2,000	n/a	n/a
Project Costs – Refreshments $25 x 40	n/a	n/a	$1,000
Staff Wages and Mercs	n/a	$500	n/a
Volunteers	n/a	n/a	$350
Project Costs – Local advertisement	n/a	n/a	$300
Total Planned Expenditures	$20,000	$500	$1,803

Questions 59 to 61 - Planned Expenditures: ESDC/Other – Cash Contributions/Other - In-kind Contributions [mandatory field]

Please provide the total planned expenditures.

"Other" includes funding from another source (not ESDC).

Important: The total amount requested from NHSP must not exceed $25,000, including applicable taxes; otherwise your Application for Funding will be screened out. For example, if the total costs for your project will be more than $50,000 the maximum amount that can be requested from the NHSP is $25,000. The difference has to be covered by other financial partners. Funds must be in Canadian dollars only.

Facilities - Capital expenditures (building renovation and repair): These are all of the costs related to building renovation or building repair projects and include items such as a shed, a gazebo or a greenhouse, lumber, building materials and supplies, windows and labour (contactors, trades people, etc.).

Capital assets (equipment purchase and replacement): Capital costs are non-consumable single items or a grouping of similar items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the project and has a purchase or lease value of more than $1,000 before taxes. Capital assets do not include constructions or renovations by the recipient in connection with the implementation of the project. For example, a group of similar items could be a public address system for seniors events, composed of an amplifier ($600), two speakers ($150 apiece), a microphone ($150), stand and cables ($100), that equal $1,150 in total since they are a collection of items designed to work together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture, kitchen appliances, etc.

Important: A single computer (including monitor), a laptop, or other computing device such as tablets, will be considered up to a maximum value of $750 (before applicable taxes). If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (i.e. two new computers) will be considered up to a maximum of $1,500 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software.

Staff Wages & Mandatory Employment Related Costs (MERCs) – maximum of up to 25% of the funding request: These are wages and mandatory employment-related costs for staff of your organization. For example, wages for a coordinator or project manager who is presently, or will be, employed by your organization to conduct the project activities. However, please note that the purpose of the program is not to create employment opportunities or wage subsidies.

Staff wages and MERCs must be less or no more than 25% of the total amount requested from the NHSP which reflects the program's focus on volunteerism. For example, an application for $25,000 can include a maximum of $6,250 in staff wages.

You can use the following calculation:

Requested funding ($) x 25% (0.25) = Maximum amount for staff wages

$24,000 x 0.25 = $6,000

ESDC will verify that the staff wages and MERCs are within the 25% threshold and, where necessary, will adjust those requests that exceed it to bring them to the 25% maximum.

General Project Costs, include items such as:

- materials and supplies such as a laptop, chairs and tables (non-consumable single items or a grouping of similar items that cost less than $1,000);

- transportation or travel (such as: costs to transport seniors to activities, speaker's travel expenses, etc.). Remember, costs to provide personal transportation services to seniors, such as for a personal appointment in urban area are ineligible;
- equipment or facility rental necessary to conduct a new activity such as rental costs for premises for new music classes (not to include any portion of current rent);
- hospitality/honoraria (monetary compensation) – must not include staff wages or professional fees. Honoraria are token payments made to express gratitude or to symbolize respect. Honoraria should not be used as an alternative to a service contract or agreement, professional fees, or as a replacement for salaries or wages.
- printing, publishing or advertising costs.

Professional fees: Relates to services provided by someone who is not an employee of your organization, often associated with a service contract or external consultant. Some examples include fees paid to outside facilitators, presenters, trainers, researchers, etc. Applicants are required to provide a detailed rationale for each cost under Question 63. Do not include staff wages, mandatory employment related costs (MERCs) or honoraria costs in this category, nor should you include under professional fees costs to administer the project.

Note: The purpose of NHSP's funding is to enable you to carry out the project with the sole purpose of paying the eligible expenditures. The project cannot be undertaken by another organization or individual. You must be responsible for the day-to-day management of your project; otherwise your application becomes ineligible. By signing this Application for Funding you declare that you have read, understood and agree with the Articles of Agreement. Therefore, should you be found at fault, after having received NHSP funding, as of the date that you (applicant organization/Recipient) no longer meet the eligibility requirements of the Program, the grant payment shall be considered a debt owed to Canada (and the grant payment will need to be reimbursed).

Project management costs should be under Staff and Wages, limited to 25% of the eligible requested amount. Also, applicants must confirm in writing if they are, or are not, responsible for the management/administration of the project.

Reminder: Costs incurred before the approved project start date will not be reimbursed. Therefore, activities that have started before approval, and all costs associated with those activities, are ineligible. Costs associated with ongoing operations or general operating costs are not eligible.

C. Budget details

Question 62 - Capital Assets: Will capital assets be among your planned expenditures with ESDC funding? If 'Yes', please explain how the purchases are necessary to carry out the project activities [mandatory field]

If you have included capital assets in your budget, please explain how your project will benefit from the purchase of these capital assets. Please be sure you explain how these expenditures relate to the proposed project activities. There needs to be a direct link between the items purchased and the activities.

Example of response if you have included capital assets in your budget:

Local seniors attended a Seniors' Wellness Show in another town and heard about the health benefits of casual fun dancing and would like to set this up in our town. The floor replacement and audio upgrade will allow us to offer a new Dance for Your Health program weekly.

Currently the linoleum flooring is cracked and unsuitable for dancing. Attached are 3 quotes for floor replacement. We would like to go with the $15,000 quote from Flooring Inc. because they are local and provide quality work.

The audio system requires upgrading to work properly without interfering with hearing aids. Attached is a letter from Mario Audio.

A disposal plan for the capital assets should also be included (see Approved Projects).

Question 63 – Further Budget Details [mandatory field]

Provide further budget details using the format described below. The budget details are a detailed breakdown of the costs by project activity. The NHSP will fund only those expenses and activities directly related to your project.

Also, please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table at Question 53).

Example of response related to further budget details:

Professional Fees $50 x 40 = $2,000

We are planning on hiring a seniors' dance instructor for 40 seniors: Instructor will lead classes on a weekly basis for the first 3 months and 3 more months after summer (for a total of 24 sessions).

After the 3rd months of each season, the instructor will only come in on the first and 3rd week of the month (additional 16 sessions).

Dance for Your Health volunteers will set-up classes and lead the classes on weeks without an instructor.

Example of a dance project budget:

Capital Expenditures: The floor replacement will allow us to offer a new Dance for Your Health program weekly.

Flooring: $15,000 requested from NHSP (see quote attached from Flooring Inc.)

In-kind contribution: Seniors volunteers for floor removal. $17/hour x 3 hours x3 volunteers = $153

Capital Assets: Audio upgrade will allow us to offer a new Dance for Your Health program weekly.

Audio system: $3,000 requested from NHSP (see quote attached from Mario Audio)

Staff Wages & MERCs: Project coordinator will have the responsibility of planning the work schedule, as wells as managing the budget, etc.

Project Coordinator: $500 requested from NHSP ($20/hour x 23 hours = $460 + MERC = $500)

In-kind contribution: Dance for Your Health volunteers will set-up classes and lead the classes on weeks without an instructor.

General Project Costs:

Professional Fees: $2,000 seniors' dance instructor for 40 seniors requested from NHSP ($50 x 40 = $2,000).

Project Costs: In-kind contributions

Refreshments $25 x 40 = $1,000

Tim Horton will provide refreshment of the weekly classes. Support letter attached.

Local advertisement: $350

Mytown News will provide free monthly notices about the program. Support letter attached.

Senior volunteers $300

Dance for Your Health volunteers will set-up classes and lead the classes on weeks without an instructor.

Section B – Part 4 – Additional Information (Optional)

Please use this section if there is any additional information you would like to add to your Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585. For each block of text you include (if any), please specify the section it is meant to reference (such as Question 44: insert the rest/continuation of your answer).

In addition, as per Question 35 of the application, to ensure effective communications, please list the name of one additional contact person in Section Additional information. The additional contact information should include the name, the telephone number and the email address.

Indicate how you found out about this Call for Proposals? [mandatory]

- Word of mouth
- NHSP website
- Info package received in mail
- Member of Parliament
- Public notice/newspaper
- A partner organization's newsletter
- Email
- Previous grant experience
- Presentation by NHSP officer
- Brochure or poster
- Fax, Internet, website
- Another organization/ seniors organization
- Other:

Please ensure that you have included all of the required documents, without which your funding request cannot be considered complete.

Section B – Part 5 – Signatures

Please ensure that your application is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The application must be signed in accordance with the organization's statutes, by-laws or other constituting documents or as established at your financial institution. For example, the president and the chief financial officer may be required to sign all outgoing documents. Ad-hoc organizations will need to establish the people's roles of your organization, to identify the signatories prior to applying for funding.

Consult section 3 - Gather the required **documents** to make sure you have included all of the required attachments. Applications cannot be considered if not complete.

Read the tip sheet – application checklist at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips/checklist.html.

Section C – Schedule A – Project Description and Signatures

This section will be left blank at this application stage. If your project is selected to receive NHSP funding, you will be contacted and further instructions will be provided.

The first page of this section is to be complete by the Department if your project is approved for funding. Once the Department has signed this page, the agreement will be returned to you. Only once the Department has signed this section should the last page be signed. At that time, please ensure that page 21 is signed by an official, authorized representative of your organization, in accordance with the organization's statutes, by-laws or other constituting documents.

Should modifications be made to your Standard Grant Application for Funding after NHSP's review (such as reduction of requested amount because of ineligible costs), you will be advised of the changes when receiving departmental decision.

Once it has been signed by both parties (authorized signatories for the organization and the Department), it becomes a grant agreement (Schedule A). You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement.

The submission of a Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585 does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

Note: Before you get started, if you have any questions or would like to discuss your project idea with us, please contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp.

Step 4. Apply

1. Complete the Standard Grant Application for Funding (EMP5585) online at https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585, print it, sign it and mail it (postmarked) no later than June 15, 2018 before 11:59 p.m. Pacific time. Visit contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp to find the mailing address of the centre where you need to send your application and required documents.

   Once submitted, your Standard Grant Application for Funding will be considered as final and changes to the projects activities will not be allowed.

Ensure you have reviewed all the clauses contained in the Grant Agreement portion of the Standard Grant Application for Funding, as if approved they will become an integral part of your agreement (Schedule A).

2. Complete the Standard Grant Application for Funding (EMP5585) by hand at https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585, sign it and mail it (postmarked) no later than June 15, 2018 before 11:59 p.m. Pacific time. If you do not use this form, your application will be screened out. Visit contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp to find the mailing address of the centre where you need to send your application and required documents.

3. Apply online with your Grants and Contributions Online Services (GCOS) account at https://www.canada.ca/en/employment-social-development/services/funding/gcos.html. If you are already have a GCOS Grants account you are strongly encouraged to apply online. If you need help to retrieve your user name or password you may follow instructions in the Grants and Contributions Online Services - Account Registration User Guide (section 1.1.5) at https://www.canada.ca/en/employment-social-development/services/funding/gcos/userguide/register-account.html#s1_1_5, or contact the Employer Contact Centre for support at 1-800-367-5693.

4. Familiarize yourself with assessment of your application. Visit https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based-small-grant.html#step5.

5. Print or save a copy of this application process in order to refer to it once this call for proposals is closed.

Note: Keep a copy of your complete application package for your records.

Step 5. Assessment of your application

There are 3 phases in the assessment of your application:

1. Screening

Applications postmarked by the application deadline are reviewed for eligibility by ESDC to ensure they meet the NHSP Program's eligibility criteria. Applications will be rejected at the screening phase for any of the following reasons:

- The application is late (such as postmarked after the deadline);
- The application is incomplete as any required attachments are missing (refer to Section 3- Gather the required documents for your application);
- The project does not meet any of the program objectives;
- Proposed activities are your organization's core activities;

- Budget costs exceed funding limits (such as single funding applications that exceed the $25,000 limit).

2. Assessment

After the screening process is complete, eligible applications are reviewed and assessed in collaboration with the Regional Committee in your province or territory. Committee members include people active in seniors' and community issues. The committees also normally include representation from federal and provincial or territorial governments. In Quebec, a Joint Management Committee, made up of representatives from the Quebec government and Employment and Social Development Canada, review and assess applications in accordance with the Canada-Quebec Protocol of Agreement concerning delivery of the New Horizons for Seniors Program.

If irregularities have been found in relation to projects previously funded by the department, ESDC reserves the right to reject your Standard Grant Application for Funding without assessing it until the irregularities have been remedied.

Applications are assessed on a number of criteria, including:

- the importance of the **seniors role** in the implementation or development of the project (projects are led or inspired by seniors; active volunteerism)
  - Projects that include a meaningful role for seniors in their development and implementation (seniors' advisory committee, etc.) could rank higher in the assessment process.
- how your project meets the national-level priorities;
- the project's cost-effectiveness - includes in-kind and/or cash contributions with community partners. Including value for money (such as cost per participant); and project costs will be assessed and certain items may not be accepted in funding applications if costs are deemed ineligible;
- the anticipated positive impact on seniors and/or their communities (such as the increase of seniors volunteers involved in strong leadership roles within their communities; communities impacted by a state of emergency);
- the strength of the community support for the project and partnerships;
- the potential for the activities to continue after the funding ends, if applicable; and
- the results of any of your organization's projects that were previously funded by ESDC.

There is a considerable demand for funding for capital assistance, and as a result more applications are received than can be funded. Therefore, funding is more likely to be awarded to organizations that clearly demonstrate a strong link between the proposed renovations or equipment replacement and activities that clearly meet at least one of the Program's other four objectives. Additional criteria may be considered during the assessment of proposals, such as the security or overall safety of the facilities, or equipment that could compromise the welfare of seniors.

In order to achieve the maximum possible impact for seniors and their communities, Regional Committees will consider the following types of elements when reviewing applications:

- the degree to which projects engage seniors, including Indigenous seniors, in project design and delivery. Consulting with seniors to develop a project that will benefit them is not sufficient;
- the degree to which projects capitalize on seniors' leadership and abilities, and facilitate seniors' contributions to their communities;
- the location of proposed activities and in particular those that target isolated seniors living in rural and remote areas, including Northern regions;
- the number of seniors to be impacted as well as their diversity. For example, projects that include seniors of all ages, and sexual orientations, as well as seniors who are:
  - Newcomers or from ethno-cultural communities;
  - Indigenous;
  - Living with a physical or mental disability;
  - Providing caregiving;
  - Living with a low-income;
  - Homeless or near homeless; or
  - Living in an official language minority community.
- the degree to which the projects reflect the cultural and linguistic sensitivities of the province or territory;
- the degree to which the projects reflect community needs and use an evidence-based approach to address these needs;
- community groups that previously have not previously received grant funding from the New Horizons for Seniors Program. Communities could be geographic, cultural, linguistic, religious or could focus on new immigrants;
- the degree to which community partnerships are fostered and used to meet project objectives;
- a project's lasting impact on, or enduring contribution to, a community; and
- other New Horizons for Seniors funded projects in the same community.

Assessment criteria:

- National level priorities
- Seniors' Involvement and Leadership - Volunteerism
- Benefit to Seniors
- Benefit to Communities
- Community Support and Partnership
- Cost Effectiveness
- Organizational Management
- Results

3. Funding decision

The regional committees across Canada or the Joint Management Committee in Quebec make recommendations to Employment and Social Development Canada (ESDC); the Department makes the final decision.

Applicants will be informed of the final decision in writing. Letters or emails will be sent by the Department in early 2019.

The Department must be able to communicate with you at that time because if your Standard Grant Application for Funding is approved, the grant agreement will be sent to you for your consent and signature. You are expected to use the grant funds expressly for the project as described in Schedule A of the grant agreement, and to abide by the Articles of Agreement.

Please note that funding decisions are final and that there is no appeal process.

Direct deposit is the preferred payment method by the Department and will become the only payment option in the future. If your Standard Grant Application for Funding is approved, the Department will provide you with the necessary information to proceed with the direct deposit.

Important: Let us know immediately by communicating with the NHSP representative identified in the acknowledgement letter of any changes that occur in your organization or your application, after you apply (such as mailing or email address, phone number, name of contact person, or sources of funding). However, no changes can be made to the project activities in the application itself once the Call for Proposals is closed.

The list of Approved Community-based projects for 2018 will be available sometime in April at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/projects.html.

Step 6. Follow-up

Acknowledgment letter

You will be notified by email that we have received your application package.

At the top of the acknowledgment letter, you will be provided with a project number which you need to use as reference in any future communication with the Department regarding this application.

Acknowledgment letters will be sent within 21 calendar days of the closing date of the Call for Proposals. If you have not received an acknowledgement letter 5 weeks after the closing date of the call, please contact: New Horizons for Seniors Program Community-based projects at http://www.esdc.gc.ca/cgi-

bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp. We will put you in touch with the appropriate NHSP representative who can discuss your application.

The submission of an application does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

Approved Projects

If your project is approved, certain conditions will apply such as the following:

- **Progress Calls:** NHSP requires that at least one telephone call be made at the start of the project to recipients for the purpose of progress reporting.

  For any changes that occur in your organization or your project after its approval, contact the NHSP representative indicated in your acknowledgement letter immediately (such as, mailing or email address, phone number, name of contact person, activities or delays).

  It is important to advise the department should you face delays in the implementation of your project. In such cases, you must advise your representative **at least two months before the end of your project**.

- **Final Report:** Funded organizations must submit a final report **within 30 days of the project completion date**, as specified in the agreement (Schedule A) to the New Horizons for Seniors Program office in their province or territory. The final report template will be provided in the approval package notifying funded organizations of the Department's decision.

  Timely reporting shows good project management. Should your organization fail to submit a final report on time it may impact your organization's ability to obtain funding from the Department in the future.

- **Disposal of Capital Assets:** When the project ends, organizations may either keep the capital items that were bought with NHSP's funding and use them for other community-related activities or donate them to other not-for-profit organizations in the community, provided that the Department agrees. Organizations may not keep these items for personal use. Should your project be approved, organizations will be asked to inform the Department of their plan for the disposal of capital assets.

  In cases where the purchase of capital assets is only partially funded by NHSP, the various funders will need to agree on the method of disposal.

- **Financial Records and Audit Requirements:** During the course of the agreement and for a period of three (3) years thereafter, the Recipient shall make available the books of accounts and records at all times, for inspection and audit by representatives of Canada, in order to ensure compliance with the Articles of Agreement and verify eligible expenditures. The Recipient shall permit

representatives of Canada to make copies and extracts from said books and records, and shall provide them with any additional information as representatives may require.

Contact Us – If you have a question

If you need help, we invite you to send your request to the general delivery email box indicated below, as per your respective province/territory, or call our toll-free number **1-800-277-9914 and select "0"**. For people using a teletypewriter device (TTY) call **1-800-255-4786**. We will put you in touch with the appropriate NHSP representative who can discuss your application.

For the following provinces: **New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island**, you may submit your questions to the following General Delivery Email Box: ATL-NHSP-PNHA-GD@servicecanada.gc.ca.

Quebec
General Delivery Email Box:
QC-PNHA-NHSP@servicecanada.gc.ca
1 866 233-3194 (TTY: 1 800 255-4786)

Ontario
General Delivery Email Box:
ON-PD-EP-NHSP-PNHA-GD@hrsdc-rhdcc.gc.ca
1-866-945-7342

For the following Western provinces and territories, you may submit your questions to the following General Delivery Box:

Alberta
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca

British Columbia
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca

Manitoba
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-MB-GD@servicecanada.gc.ca

Nunavut
General Delivery Email Box:
W-T-NUNHSP-PNHA-GD@servicecanada.gc.ca

Saskatchewan
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-SK-GD@servicecanada.gc.ca

Territoires du Nord-Ouest
General Delivery Email Box:
W-T-NWTNHSP-PNHA-GD@servicecanada.gc.ca

Yukon
General Delivery Email Box:
W-T-YKNHSP-PNHA-GD@servicecanada.gc.ca

IMPORTANT: To ensure the protection of personal information, applications MUST NOT be sent by email.

Contact Us – Where to mail your application

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding.

New Brunswick
New Horizons for Seniors Program
Government of Canada
P.O. Box 12000
633 Queen Street
Fredericton, NB E3B 5G4

Newfoundland and Labrador
New Horizons for Seniors Program
Government of Canada
P.O. Box 12051
St. John's, NL A1B 3Z4

Nova Scotia
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown, PE C1A 8K1

Prince Edward Island
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown, PE C1A 8K1

Quebec
New Horizons for Seniors Program
Government of Canada - Service Canada
400-1001 de Maisonneuve Blvd East, 4th Floor
Montreal, QC H2L 4P9

Ontario
New Horizons for Seniors Program
Government of Canada
430 Courtneypark Drive East, 2nd floor
Mississauga, ON L5T 2S5

For the following provinces and territories: **Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan and Yukon,** please submit your application to the following address:

New Horizons for Seniors Program
Government of Canada
270, 220-4 Avenue SE
Calgary, AB T2G 4X3

Footnotes

Footnote 1

Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program objectives.